

Name, Homeroom no.

McDowell Junior Presentations

1. My understanding is that Leigh Kostis will go to the classroom, give a brief speech about the project and bring half of the class to her room.
2. She will send in a student to the library where we take them to our "pod" and sit across from them for their presentation.
3. They will hand us a form marked "O", which should already have their name, homeroom, date, and career they selected written on it. If it does not we should ask them their name (also make sure it is clearly printed on the form, if not we should print their name and any other info they omitted.) We should also have them print their name, address, and phone on a separate sheet, which CAC will keep). Once the presentation is done we keep all of the forms.
4. You can begin by asking them to tell you which career they selected and to tell you about it. They will have had access to the exact same form you are filling out so they should know exactly what to present on. Hopefully they will simply follow the general outline provided and go the whole way through. If they do not, we should ask them about each specific section (or any parts that they missed). If they talk at all about the section then we should mark completed. If they talked about it, but did not do a very good job, then we mark complete and also mark under the comments sections the areas they need improvement in. We can mark as they go. Only if we ask them about a section and they say they do not have any info on that section or they don't know, do we mark not completed.
5. The presentations should be no longer than eight minutes long.
6. You can ask them questions at the end of the presentation or make general comments.
7. Have them go back to Ms. Kostis' room and send the next presenter in. You can fill out anything on the form you haven't yet at that time.

MILLCREEK SCHOOL DISTRICT

1. Shakes Hands

- Display a firm handshake. This shows you are an assertive, friendly person and you are interested in meeting the employer.

2. Smiles

- Shows that you are a friendly person and can get along with co-workers and supervisors.
- No one wants to work with a grumpy person eight hours a day!
- Smiling also indicates that you have a pleasant personality.

3. Makes Eye Contact

- Make eye contact with the interviewer, but not to the extent you are staring.
- Those who avoid eye contact are often thought of as deceptive, evasive, or lacking in interpersonal skills.
- Eye contact with an employer shows you are an interested and honest person.
- Good eye contact also shows you have confidence in yourself.

4. Professional Body Language

- Body language is important because it tells the employer what you are thinking and feeling.
- Slouching might indicate a lazy, disinterested or casual attitude.
- Folding your arms might show you are authoritative or defensive.
- Distracting habits such as twirling your hair, tapping your fingers, or gum chewing can be annoying and detract from the purpose of the interview.
- Display good posture. Be relaxed, not rigid.
- Ask someone such as a teacher or parent to evaluate your body language and make improvements where necessary.

5. Is knowledgeable about the company or job

- There are resources available at the public library which would allow you to research a company prior to the interview.
- Having background information about the company enables you to answer questions about the job.
- It will impress the employer and show that you've done your homework.

6. Convinced the interviewer he/she wants to work

- Unemployment rates are high and competition is tough. You need to make yourself stand out from the rest.
- Display an assertive attitude.
- Indicate you are willing to start at the bottom and work your way up.
- Tells the interviewer you are dependable, reliable and flexible.

7. Thanked interviewer for their time and shook hands upon leaving

- This displays good manners and a mature attitude.
- It also indicates that you appreciate the time that the employer took to interview you.

8. Knows interviewer's name

- Displays respect and genuine interest in the employer.

9. Dresses appropriately

- Respect business conventions and values.
- The more you dress like the people you want to be accepted by, the more they will accept you.
- Clothes neat and clean.
- Hair well groomed.
- Minimal jewelry.
- Male - cleanly shaven.
- Female - moderate makeup.
- Teeth clean
- Clean/manicured fingernails.

10. Avoided simple "yes" and "no" answers. Offered more information, but didn't ramble.

- Be concise.
- Don't make the interviewer have to pull information from you.
- Always qualify your answer, but don't stray from the topic at hand. If the interviewer wants more information, they'll ask for it.

11. Showed enthusiasm and positive attitude

- Stress the positive aspects of your life.
- People want to be around someone who is happy, not a complainer.
- Employers are looking for people who are positive and happy, and can work well with others.
- A positive attitude can build a business by creating satisfied customers.
- Enthusiasm can be contagious and can increase a company's success and productivity.

12. Didn't criticize former employers or offer excuses

- Employers want to hire individuals who are easy to get along with, someone who gets along with co-workers as well as supervisors.
- Complaining about a former employer allows the interviewer to assume that you may not get along with him/her.

13. Offered information about related work experience or education background

- Don't keep your accomplishments a secret.
- Don't bring personal problems or irrelevant information to the interview with you.
- Highlight training, job experience and educational background for the employer even if it does appear on your application or resume.
- Remember to make yourself stand out!

14. Asked questions

- Demonstrates interest in the company and the position.
- It allows you to gain more information.
- Ends the interview on a positive note with you in control.

15. Asked when he/she could call back

- Shows initiative.
- Indicates you are a sincere, well organized person who really wants a job.

16. Spoke clearly and used proper grammar

- Speaking clearly is an assurance that the employer is getting accurate information.
- It displays intelligence.
- Speak in a moderate volume that's easily understood using correct pronunciation and grammar.

MILLCREEK SCHOOL DISTRICT
SUGGESTED INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What position are you applying for? Why?
3. What makes you qualified for this position?
4. What do you think previous employers or teachers will tell me about you?
5. What is your greatest strength?
6. What area do you feel you need the most improvement in?
7. How do you handle criticism?
8. Are you a team player? Give me an example of when you had to be a team player, either in school or on the job.
9. How do you work under pressure?
10. What do you see yourself doing five years from now?
11. How do you get along with other people?
12. What do you do in your spare time?
13. Why should I hire you?
14. Do you have any questions about the job?

Remember...try to give some feedback to each student...mention the positive and negative points of their interview.

Also, try to make the interview situational. Ask questions specifically related to the job, e.g. : Retail: "If you were working and it was a slow day, not a lot of customers, what would you do with your time?"

NAME: _____ DATE: _____

HOME ROOM NUMBER: _____ CAREER: _____

Career Description

A. Knowledge of career characteristics	Completed	Not Completed
B. Description of typical duties		
C. Understanding of required personal characteristics		

Comments:

Outstanding review of career descriptions		
Some improvement is recommended, please review the following suggestions:		
• Further knowledge of career characteristics will help you in choosing the right career		
• Understanding the typical duties of this job will be of assistance in finalizing career decisions		
• Awareness of personal characteristics is essential in understanding fit into a given position		

Career Expectations

	Completed	Not Completed
A. Job Opportunities		
1. Awareness of national job opportunities		
2. Awareness of local job opportunities		
B. Salary Range		
1. Knowledge of beginning salaries		
2. Knowledge of earning potential		
C. Understanding of lifestyle expectations		

Comments:

Outstanding review of career expectations		
Some improvement is recommended, please review the following suggestions:		
• Further investigation of employment opportunities will increase your career awareness		
• Gaining insight into salary range may further enable you to make an informed decision		
• Researching the impact this career could have upon your lifestyle will prove to be beneficial		

Education

	Completed	Not Completed
A. Awareness of post-secondary educational paths required for this career		
B. Comprehension of needed high school coursework for this particular career		

Comments:

Outstanding review of educational components regarding this career		
Some improvement is recommended, please review the following suggestions:		
• Developing a further insight into the full educational requirements beyond high school will help you to determine if this is the right career for you		
• Understanding how the high school courses you complete help to establish a foundation for future training and education will be beneficial		

Career Selection Rationale

	Completed	Not Completed
A. Provided an explanation of why the particular career was chosen		
B. Offered supporting data		

Comments:

Outstanding review of career selection rationale		
Some improvement is recommended, please review the following suggestions:		
• Further research of your chosen career path will help to build a foundation for future career planning		

	Completed	Not Completed
Presentation		

Comments:

Grade: 11

Year of Graduation: _____

Name: _____

ID Number: _____

Homeroom: _____

Date of Completion: _____

Millcreek Township School District Graduation Project

Final Presentation Checklist

Career Information

1. Career selected _____

2. Career description:

a. Characteristics:

Completed _____ Comments:

b. Typical duties:

Completed _____ Comments:

c. Personal characteristics required:

Completed _____ Comments:

3. Career expectations:

a. Job opportunities:

regionally:

Completed _____ Comments:

locally:

Completed _____ Comments:

b. Salary range:

starting:

Completed _____ Comments:

highest:

Completed _____ Comments:

C. Lifestyle expectations:

Completed _____ Comments:

	Major (College bound)	Training/Career Path	Opportunities	Barriers
Interests				
Values				
Skills				